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**THE ANDHRA PRADESH GAZETTE**  
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**RULES SUPPLEMENT TO PART I EXTRAORDINARY**

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**NOTIFICATIONS BY GOVERNMENT**  
**REVENUE DEPARTMENT**  
**(ENDOWMENTS-I)**

SERVICE RULES FOR THE NEWLY CREATED CATEGORY OF POSTS OF GAZETTED SUPERINTENDENTS / GAZETTED SPECIAL CATEGORY STENOGRAPHER, IN THE OFFICE OF THE COMMISSIONER, ENDOWMENTS DEPARTMENT, ANDHRA PRADESH.

**[G.O.Ms.No.572, Revenue (Endowments-I), 16<sup>th</sup> November, 2018.]**

**FINAL NOTIFICATION**

In exercise of the powers conferred by Sections 3, 4 and Section 33 read with Section 153 of the Andhra Pradesh Charitable and Hindu Religious Institutions and Endowments Act, 1987 (Andhra Pradesh Act No.30 of 1987), the Governor of Andhra Pradesh hereby makes the following Service Rules for the newly created category of posts of Gazetted Superintendents / Gazetted Special Category Stenographer, in the Office of the Commissioner, Endowments Department, Andhra Pradesh and the same having been previously issued in G.O.Ms.No.298, Revenue (Endowments-I) Department, Dt.08.06.2018 and published in Part-I, Extraordinary, Andhra Pradesh Gazette No.269, dt.12.06.2018 as required under section 33, read-with sub-section (1) of Section 153 of the said Act.

**RULES**

**1. Short title and Commencement:**

- (a) These rules shall be called as "Service Rules for the posts of Gazetted Superintendents / Gazetted Special Category Stenographer, in the Office of the Commissioner, Endowments Department, Andhra Pradesh", (which is equivalent to the post of the Assistant Commissioner of Endowments).

- (b) These rules shall be deemed to have come in to force with effect from 22.02.2010.

## **2. Constitution:**

These rules shall consist of the following category of posts, namely:-

“Gazetted Superintendents / Gazetted Special Category Stenographer, as one category, in the Office of the Commissioner, Endowments Department, Andhra Pradesh”, which is equivalent to the post of the Assistant Commissioner of Endowments, as per G.O.Ms.No.42, Finance (SMPC) Dept., Dt:22-02-2010 read-with G.O.Ms.No.443, Revenue (Endowments-I) Dept., Dt.13-04-2006.

## **3. Method of appointment and Appointing Authority:**

The method of appointment and the appointing authority for the common category of posts mentioned in column (2) of the Table, shall be as specified in the corresponding entries in columns (3) and (4), respectively thereof:

**TABLE**

Sl. No.	Category and Name of the Post	Method of appointment	Appointing Authority
(1)	(2)	(3)	(4)
(1)	Gazetted Superintendents/ Gazetted Special Category Stenographer (1 <sup>st</sup> Level Gazetted Post) as one category.	Appointment by promotion from the posts of Superintendents/ Special Category Stenographer, working in the Office of the Commissioner, Endowments Department, Andhra Pradesh.	Commissioner, Endowments Department, Andhra Pradesh.

**4. Qualifications:**

No person shall be eligible for promotion unless he possess below mentioned qualifications:

Sl. No.	Name of the Post	Qualifications
(1)	(2)	(3)
1	Gazetted Superintendents/ Gazetted Special Category Stenographer (1 <sup>st</sup> Level Gazetted Post) as one category.	<p>(i) He shall be a graduate.</p> <p>(ii) Must have completed three (3) years of service in the cadre of Superintendent/ Special Category Stenographer, in the Office of the Commissioner, Endowments Department, A.P., Vijayawada.</p> <p>(iii) Must have passed the Account Test for Executive Officers <u>or</u> the Account Test for Subordinate Officers, Part-I and II and the A.P. Endowments Department Test Paper-I &amp; II.</p>

**5. Probation:**

Every person appointed to any post in the service shall from the date, on which he commences the probation, be on probation for a period of one year on duty within a continuous period of two years.

**6. Transfers and Postings:**

Transfers and postings of the Gazetted Superintendents / Gazetted Special Category Stenographer, shall be made by the Commissioner, Endowments Department, Andhra Pradesh. The transfers and postings shall be within the Office of the Commissioner, Endowments Department, Andhra Pradesh, only.

**7. Unit of appointment:**

For the purpose of appointment, reversion for want of vacancy, reappointment, seniority, transfers and postings, appointment as full members, the unit of appointment shall be the Office of the Commissioner, Endowments Department, Andhra Pradesh.

**8. Rule of Reservations in promotions:**

The Rule of Reservation in promotion shall be applicable to Scheduled Castes and Schedule Tribes, according to Rule-22 of the Andhra Pradesh State and Subordinate Service Rules, 1996.

**Dr. MANMOHAN SINGH,**  
*Special Chief Secretary to Government.*